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Partnerships in literacy  
National literacy program:  
General information

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Human Resources  
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Développement des  
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# Partnerships in Literacy

## National Literacy Program

### General Information

July 1997

**Read Every Day!**

National  
Literacy  
Secretariat



Le Secrétariat  
national à  
l'alphabétisation

Canada



For further information, please contact:

National Literacy Secretariat

Human Resources Development Canada

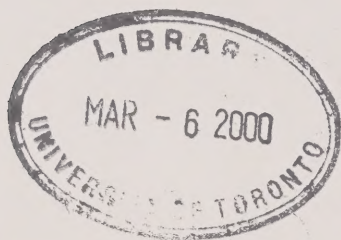
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# **Funding Information National Literacy Program**

## **Introduction**

The mandate of the National Literacy Program is to facilitate the involvement of all sectors of society in creating a more literate Canada. One of the ways that the National Literacy Program does this is by providing financial assistance. The National Literacy Secretariat has two funding streams. Through its federal-provincial/territorial stream, it supports projects which are directed to regional or local needs. And, through its national funding stream, it supports projects in partnership with a variety of non-governmental and voluntary organizations, both literacy and non-literacy groups and business and labour organizations.

## **What Types of Projects Are Eligible for Funding:**

The National Literacy Program provides financial support for any of five types of activities.

### **1. The development of learning materials**

There is a need for learning and tutor training materials based on Canadian life and which meet the particular needs of learners. Learning materials may be in print form, audio-visual or computer programs.

Examples of projects include:

- developing reading materials for learners;
- developing a literacy training guide;
- workshops to train tutors; and
- learners' conferences.

For proposals to develop learning materials we need to see:

- the results of a search for materials that may already be available to ensure your project does not duplicate what has already been done;
- learner involvement;
- a plan for making the learning materials available; and
- a description of how new materials will be tested and evaluated.

## **2. Research**

Research is needed to respond to community and workplace literacy needs. Of particular interest are research projects that have direct application to literacy programs, address literacy training for specific parts of the population or economy, or seek ways to help prevent literacy problems or improve adult literacy.

Examples of projects include:

- needs assessment;
- literacy program evaluations; and
- studies of the needs of particular target groups.

Research project proposals should include:

- results of a search to ensure that the research builds on existing knowledge; and
- a plan for disseminating the completed research.



### **3. The improvement of access and outreach**

Although studies have shown that a significant percentage of our population can benefit from literacy training, only a relatively small number of people are actually enrolled in adult basic education or literacy programs. There is a need to know more about how to reach people and how to make programs accessible to all who wish to improve their literacy skills.

Examples of projects include:

- a study of possible barriers to obtaining literacy training;
- the development of a strategic plan to reduce barriers to accessing literacy programs; and
- consultations to assess barriers and develop action plans.

### **4. The improvement of coordination and information sharing**

It is important that new developments and solutions in the literacy field be coordinated and shared with all literacy partners to prevent duplication and allow for a more effective use of resources.

Examples of projects include:

- conferences;
- directories of literacy services and resources; and
- planning for a resource centre.

Coordination and information sharing project proposals should include:

- information on how a project will be funded if future funding is required. For example, a proposal for the annual updating of a directory must demonstrate how it will be funded after departmental funding has ended.

## 5. Increasing public awareness

Public awareness today is the key to a more literate society tomorrow. There is a need to promote greater understanding of the issue and to encourage involvement in finding new solutions. It is especially important to encourage every Canadian to accept the challenge of participating in improving the literacy skills of our society.

Examples of projects include:

- posters, radio or television promotion;
- public forums; and
- speakers bureaus.

Project proposals dealing with public awareness should include:

- information on how activities will be coordinated with appropriate organizations so that learners and volunteers who step forward as the result of the project can be placed in programs.

## Who Can Apply for Funding:

The following types of organizations may apply for funding:

- **non-profit organizations** operating at the national, provincial, regional, community or neighbourhood level;
- **non-governmental institutions**, including teachers' federations, labour unions, trade associations and professional associations;
- **all Canadian post-secondary institutions** such as universities, colleges, and vocational and technical institutes.



## **Factors in Considering Applications:**

To receive funding the project must:

- involve those who are affected by the project and reflect their concerns;
- demonstrate that the project does not duplicate existing efforts. This could be done through a search on the National Adult Literacy Database or other resource centre database;
- indicate other sources of financial and 'in kind' support for the project;
- include an evaluation plan for the project; and
- make provision for distribution or making available reports or other products arising from the project.

## **Activities and Costs Not Eligible for Funding:**

Activities not eligible to receive funding are:

- provision of ongoing direct literacy services;
- activities which have already taken place;
- annual activities;
- projects requiring 100% funding.

Costs not eligible for funding are:

- capital costs;
- travel outside Canada
- financial losses incurred by the project.

National Literacy Secretariat funding may be used only for the purposes specified in the application. Once the National Literacy Secretariat has agreed to provide financial assistance, no

substantial change in the activities shall be made without the consent of the National Literacy Secretariat.

Whenever appropriate, public acknowledgement of funding by the National Literacy Secretariat is expected. Publications should clearly acknowledge the National Literacy Secretariat's assistance. Written material should be prepared following clear language guidelines outlined in Plain Language: Clear and Simple / Pour un style clair et simple (Canada Communication Group – Publishing, Ottawa, Ontario K1A 0S9).

You are required to submit a final report and financial statement no later than two months following the completion of the project.

Assessment of your application may take from four to six months, depending on the nature of your project and the related assessment procedures.

## How To Apply:

The National Literacy Program has two funding streams – the federal/provincial/territorial stream and the national stream. How you apply depends on your type of organization.

### 1. The Federal-Provincial/Territorial Funding Stream

The National Literacy Program has established partnerships with provincial and territorial governments to provide financial support to activities at the regional, provincial, territorial and local level. Regional, **provincial, territorial and local organizations** should consult with their provincial/territorial government office (see list



below), except in the Province of Quebec where groups should contact the National Literacy Secretariat directly. Arrangements with each province and territory vary with regards to deadlines, application forms, and assessment procedures.

## 2. The National Funding Stream

The following types of organizations should contact the National Literacy Secretariat directly. You will be sent a **General Application Form** and a **Guide to the Funding Application Form**.

- national non-government organizations;
- national literacy organizations;
- provincial and territorial literacy coalitions;
- private sector organizations;
- labour organizations.

### For Further Information:

For information on the **National Funding Stream**, Please contact us at:

National Literacy Secretariat  
Department of Human Resources Development  
Ottawa, Ontario  
K1A 1K5  
(819) 953-5280  
(819) 953-8076 (FAX)  
(819) 953-2338 (TDD)  
E-Mail: [nls@fox.nstn.ca](mailto:nls@fox.nstn.ca)

For further information about the **Federal-Provincial/Territorial Funding Stream**, please contact:

## **British Columbia**

Developmental Programs  
Access and Health Programs  
Colleges and Program Planning Branch  
Ministry of Education, Skills and Training  
P.O. Box 9177 STN PROV GOVT  
Victoria, British Columbia V8W 9H8  
(250) 387-6174 • (250) 356-8851 (fax)

## **Alberta**

Adult Development Programs  
Alberta Advanced Education and Career Development  
10155-102 Street  
10th Floor, Commerce Place  
Edmonton, Alberta T5J 4L5  
(780) 427-5704 • (780) 422-1297 (fax)

## **Saskatchewan**

Special Needs Program Unit  
Saskatchewan Post-Secondary Education and Skills Training  
Room 129, 3085 Albert Street  
Regina, Saskatchewan S4P 3V7  
(306) 787-2513 • (306) 787-7182 (fax)



## **Manitoba**

Adult Literacy and Continuing Education  
Department of Education and Training  
410-185 Carlton Street  
Winnipeg, Manitoba R3C 3J1  
(204) 945-8247 • (204) 945-8136 (fax)

## **Yukon**

Advance Education Branch  
Department of Education  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6  
(867) 667-8123 • (867) 667-8555 (fax)

## **Northwest Territories**

Colleges and Continuing Education  
Department of Education, Culture and Employment  
P.O. Box 1320  
Yellowknife, Northwest Territories X1A 2L9  
(867) 920-3482 • (867) 873-0237 (fax)

## **Ontario**

Literacy Basic Skills Section  
Workplace Preparation Branch Training Division  
Ministry of Education and Training  
625 Church Street, 3rd Floor  
Toronto, Ontario M7B 2B5  
(416) 326-5456 • (416) 326-5505 (fax)

## **Quebec**

National Literacy Secretariat  
Human Resources Development Canada  
Ottawa, Ontario K1A 1K5  
(819) 953-5280 • (819) 953-8076 (fax)  
(819) 953-2338 (TDD)

## **New Brunswick**

Literacy Secretariat  
Department of Advanced Education and Labour  
548 York Street  
P.O. Box 6000  
Fredericton, N.B. E3B 5H1  
(506) 453-3298 • (506) 453-3300 (fax)

## **Nova Scotia**

Adult Education Section  
Department of Education and Culture  
Trade Mart Building  
2021 Brunswick Street  
P.O. Box 578  
Halifax, Nova Scotia B3J 2S9  
(902) 424-5162 • (902) 424-0666 (fax)

## **Newfoundland**

Department of Education  
P.O. Box 8700  
St. John's, Newfoundland A1B 4J6  
(709) 729-5711 • (709) 729-3669 (fax)



## **Prince Edward Island**

Division of Training and Adult Learning

Department of Education

P.O. Box 2000

Charlottetown, P.E.I. C1A 7N8

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